

SECTION 2: TITLE AND REGISTRATION PROCESSING

TRANSACTION TYPE SELECTION:

☐ **WISCONSIN TITLE: AUTO, LIGHT TRUCK, or MOTORCYCLE**
I received the signed WI title for this vehicle from the previous owner
Title # e.g. 03334WI000016

☐ **OUT-OF-STATE TITLE:**
I received the signed out-of-state title for this vehicle from the previous owner
☐ AUTO or LIGHT TRUCK ☐ MOTORCYCLE
Previously titled in
VIN Year (yyyy)

☐ **NEW VEHICLE:**
This is a new vehicle and I possess the Manufacturer Certificate of Origin (MCO)
☐ AUTO or LIGHT TRUCK ☐ MOTORCYCLE
VIN Year (yyyy)

☐ **OUT OF COUNTRY:**
I possess an ownership document from another country

Wisconsin Title: Select the top radio button and enter the Wisconsin title number (including the check-digit, but without the dash)

Out-of-State Title: Select the Out-of-State title radio button and select either Auto/Light Truck or Motorcycle depending on vehicle type. Select the appropriate state the vehicle was previously titled in using the dropdown list. Enter the VIN and model year (four digits) in the corresponding fields.

New Vehicle: Select the New Vehicle radio button and select either Auto/Light Truck or Motorcycle depending on vehicle type. Enter the VIN and year (four digits) in the corresponding fields.

Out-of-Country Title: These cannot be processed using e-MV11 and must be mailed to DMV for manual processing.

Select **Next** to continue.

Select **Return to Main Menu** to return to the previous menu options.

INVALID VIN MESSAGE

You may see this message appear if the system could not verify the validity of the entered VIN. Select **OK** to continue.



- Verify the VIN has been entered accurately. If it was not entered correctly, re-enter the VIN and select **Next**.
- If the VIN was entered accurately, select the **VIN accuracy verified** checkbox and then select **Next**.

A screenshot of a web form titled "OUT-OF-STATE TITLE:". Below the title is the text "I received the signed out-of-state title for this vehicle from the previous owner". There are two radio buttons: "AUTO or LIGHT TRUCK" (selected) and "MOTORCYCLE". Below these is a dropdown menu for "Previously titled in" with "KY - KENTUCKY" selected. There are two input fields: "VIN" with the value "2fmza51666za08384" and "Model Year (yyyy)" with the value "2006". At the bottom is a checkbox labeled "VIN accuracy verified" which is currently unchecked. A red arrow points to this checkbox.

- **Note:** An unconfirmed VIN for an automobile or light truck more than 1 model year old cannot be overridden. The application must be sent to DMV for manual processing (see error message below).



OWNERSHIP INFORMATION

Owner Information

Owner 1

☒ Individual Owner(s)

Driver License # or SSN

☐ Non-individual owner

☐ Owner is a Trust

FEIN

AND ☐ OR ☐

Owner 2

☐ Individual Owner(s)

Driver License # or SSN

☐ Non-individual owner

☐ Owner is a Trust

FEIN

Enter Owner information:

- Select the Individual or Non-Individual Owner button
- For individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If multiple owners exist, select the desired conjunction “And” or “Or”
- If the owner is a Trust, select the **Non-Individual owner** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select **Next**

OWNERSHIP INFORMATION (continued)

Lessee Information
☐ Vehicle will be leased to another party
☒ Individual Lessee(s)
Driver License # or SSN
[AND](#) ☐ [OR](#) ☐
Driver License # or SSN
☐ Non-individual Lessee
☐ Lessee is a Trust
[FEIN #](#)

Enter Lessee Information (if applicable):

- Select the “Vehicle will be leased” checkbox
- Select the Individual or Non-Individual radio button
- For Individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If the Lessee is a Trust, select the **Non-Individual Lessee** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select

For additional information, click on any blue underlined text and a Help Box will appear.

For additional help with Customer Search, refer to Section 3

LIEN HOLDER SCREEN

Lien Holder Information
☐ Lien Holder should not be listed on title
☒ Lien Holder should be listed on title
Secured Party #
[Secured Party Number Tips](#)

☐ Financing Pending

- If there is not a Lien Holder, the corresponding box must be checked to continue.
- If there is a Lien Holder, select the box labeled: Lien Holder should be listed on title.
 - Enter the Secured Party number
- Select **LienHolder Search** if you need to search for the number
- Click on **Secured Party Number Tips** to view a reference sheet
- If you still cannot find the correct number, select **Request Secured Party #** to send a request to DMV. Responses will be sent via email within 24 hours.
- If the loan information is pending, you may select the Finance Pending checkbox. This will add a Finance Pending placeholder in lieu of the lien.
 - A \$4 loan-filing fee will be added to ensure proper fees are collected.
 - An error message will appear if attempting to complete the transaction with Finance Pending. The transaction should be pended until finance information can be obtained.
 - When completing the transaction, enter the new secured party number and continue processing.

Select **Next**

For additional help with Lien Holder Information, refer to Section 4

OWNERSHIP DETAILS

Title Holder Information	
	Owner 1
Owner Name (<i>first, middle, last</i>)	<input type="text" value="JOE"/> <input type="text" value="Q"/>
	<input type="text" value="SIXPACK"/> <input type="text"/>
SSN	<input type="text"/>
Date of Birth (<i>MM/DD/YYYY</i>)	<input type="text"/>
DID #	<input type="text" value="S2124354517502"/>
Address	<input type="text" value="100 BEARS DR"/>
PO Box	<input type="text"/>
City	<input type="text" value="BLUE MOUNDSS"/>
State	<input type="text" value="WI"/> Zip <input type="text" value="53715"/>
Lessee Information	
Full legal name	<input type="text"/>
FEIN #	<input type="text"/>
Address	<input type="text"/>
PO Box	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Zip <input type="text"/>
Lien Holder Information	
00040184 AMCORE BANK NA ROCKFORD	

- Verify the Owner, Lessee and Lien Holder information is accurate.
- You may correct address information for owners/lessees by overtyping the information.
- You cannot change an owner's name on system. Legal name changes must be done in person at a DMV Customer Service station. Process the application with the legal name currently on record with DMV.

Select

VEHICLE INFORMATION SCREEN

VIN	<input type="text" value="1GCCT19Z5N2148278"/>	Year	<input type="text" value="1992"/>
Vehicle Type	<input type="text" value="TRUK"/>		
Make	<input type="text" value="CHEVROLET"/>		
Body Style	<input type="text" value="UNKNOWN"/>		
Color	<input type="text" value="GREEN DARK"/>		
Odometer Mileage	<input type="text" value=""/>		
<u>Odometer Status</u>	<input type="text" value="EXEMPT"/>		
<u>Delivery date (mm/dd/yyyy)</u>	<input type="text" value="11/29/2005"/>		
Vehicle kept in county of	<input type="text" value="DANE"/>	city/village/town of	<input type="text" value="MADISON(C)"/>
<input type="checkbox"/> <u>Vehicle kept out-of-state</u>			
Existing Brands	<input type="text" value="MN - PREV TITLED IN MN"/>		
<u>New Brands</u>	<div><div>None</div><div>WI - FLOOD DAMAGED</div><div>WI - HAIL DAMAGED</div><div>WI - MFR BUYBACK</div></div>		
Prior Lien Holder(s)	<input type="text" value="None"/>		

Enter the required information:

- Vehicle color
- Odometer mileage and status (unless exempt)
- Delivery Date (format must be mm/dd/yyyy)
- Vehicle Kept In information

Brands:

- OOS Titles: If a brand appears on an Out of State title, select the drop-down choice that matches the brand on the title. Hold down the "Ctrl" key to select multiple brands.
- OOS Titles: If a new Wisconsin brand needs to be added to an Out of State title transfer (i.e. Prior Taxi, Hail Damaged), the application must be mailed to DMV for manual processing.
- WI Titles: Pre-existing brands are automatically carried forward. You can place new Wisconsin brands on a Wisconsin title transfer.

For additional information, click on any blue underlined text and a Help Box will appear.

VEHICLE INFORMATION SCREEN (continued)

<input checked="" type="radio"/> Issue new plate		Plate Type AUTO
Gross weight 		Reg Type
Temporary Plate # 		
<input type="radio"/> Transfer existing Plate		
WI Plate to transfer 		Plate Type
<input type="checkbox"/> Check to order replacement plates		
<input type="radio"/> Title only - Out of State Residents Only		
<input type="checkbox"/> Issue Temporary Plate Temporary Plate # 		
Purchase Price 0.00		
Trade-in allowance(if applicable) 0.00		
Sales Tax Exempt 		
Sales Tax Exempt Qualifier 		
Next Back Cancel Mail to DOT		

Issue New Plate:

- Select Issue New Plate button.
- Select Plate Type from the dropdown list.

<input checked="" type="radio"/> Issue new plate		Plate Type AUTO LIGHT TRUCK CELEBRATE CHILDREN DUCKS UNLIMITED ENDANGERED RESOURCES FARM PACKER UNIVERSITY PLATE UW MADISON 	Reg Type
Gross weight 			
Temporary Plate # 			
<input type="radio"/> Transfer existing Plate			
WI Plate to transfer 			
<input type="checkbox"/> Check to order replacement plates			

- If Light Truck plates are desired, choose 4500, 6000, or 8000 GVWR.

<input checked="" type="radio"/> Issue new plate		Plate Type LIGHT TRUCK	Reg Type
Gross weight 8000		Plate Type 4500 6000 8000 12000 (Farm Only) 	
Temporary Plate # 			
<input type="radio"/> Transfer existing Plate			
WI Plate to transfer 			
<input type="checkbox"/> Check to order replacement plates			

VEHICLE INFORMATION SCREEN (continued)

Issue New Plate:

- Select appropriate registration type (Auto or Light Truck) when issuing Special Plates such as Celebrate Children, Ducks Unlimited, Endangered Resources, Green Bay Packers, or University Plates.

☒ Issue new plate Plate Type PACKER Gross weight 8000 Reg Type LIGHT TRUCK

[Temporary Plate #](#) ☐ Transfer existing Plate

[WI Plate to transfer](#) Plate Type

☐ Check to order replacement plates

- Add the Temporary Plate number you are issuing your customer.

☒ Issue new plate Plate Type LIGHT TRUCK Gross weight 8000 Reg Type

[Temporary Plate #](#) AC1234 ☐ Transfer existing Plate

[WI Plate to transfer](#) Plate Type

☐ Check to order replacement plates

VEHICLE INFORMATION SCREEN (continued)

Transfer Plates:

- Select the Transfer Existing Plate button.
- Enter the plate number and choose the Plate Type from the drop-down list
 - Tip: Personalized plates use numeric 0 (zero) instead of alpha O.
- Select the replacement plate option to order replacement plates. The fee is \$4.

☐ Issue new plate Plate Type

 Reg Type

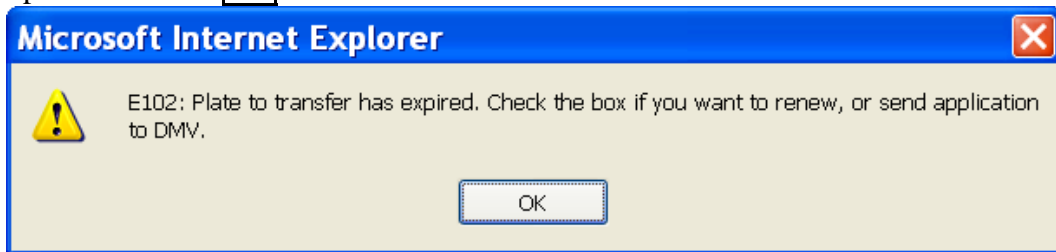
Temporary Plate #

☒ Transfer existing Plate

WI Plate to transfer Plate Type

☐ Check to order replacement plates

- If the plate is expired, it will prompt you to renew the plates. If the plate has been expired less than 30 days, or is set to expire in the next 180 days, renewal is optional. Select **OK**.



- Check the appropriate box to renew the plates.

☒ Transfer existing Plate

WI Plate to transfer Plate Type

☐ Check to order replacement plates

☒ Yes, it is acceptable to renew plate.

VEHICLE INFORMATION SCREEN (continued)

Transfer Plates:

- If the plate record does not match the owner record, it will prompt whether or not this is an allowable transfer. See plate transfer table, Processing Tips, Section 13 page 4, for allowable plate transfers. Select **OK**.



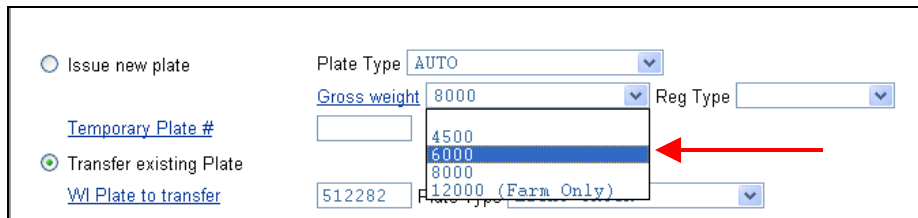
- If it is an acceptable plate transfer, select the corresponding box:

A screenshot of a web form titled "Transfer existing Plate". It includes a link "WI Plate to transfer", a text input field containing "135jxr", and a "Plate Type" dropdown menu set to "AUTO". Below these are two checkboxes: "Check to order replacement plates" and "Yes, this is an acceptable plate transfer." The second checkbox is selected, and a red arrow points to it. Below the checkboxes is the text "Owner - SIXPACK JOE Q". At the bottom, there is a section titled "Title only - Out of State Residents Only" which is currently greyed out. It contains an "Issue Temporary Plate" checkbox and a "Temporary Plate #" input field.

VEHICLE INFORMATION SCREEN (continued)

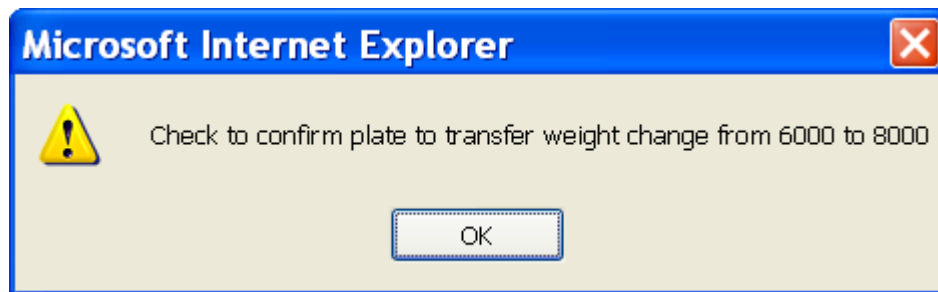
Transfer Light Truck plates with GVWR change:

- For Light Truck plates, you may choose to change the gross weight. Enter the truck plate number you wish to transfer and select **Next**.
- After submitting the plate information, e-MV11 will fill-in the GVWR information on this screen. You may change the GVWR on the dropdown list. Increasing the gross weight will result in a prorated fee adjustment.
 - **Note:** You may have to select **Back** from the Fee Screen to return to the Vehicle Information Screen.

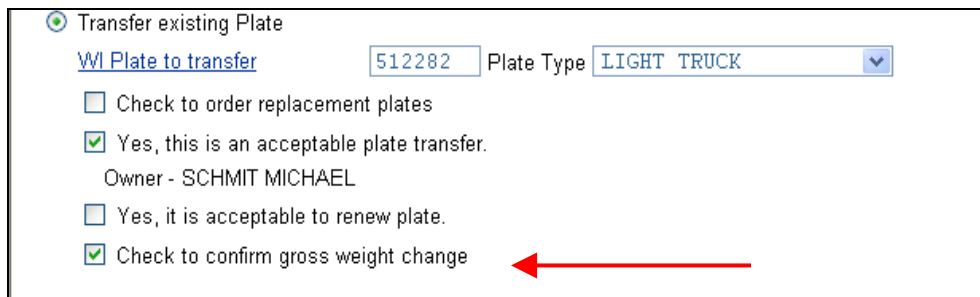


The screenshot shows the 'Transfer existing Plate' section of the e-MV11 form. The 'Gross weight' dropdown menu is open, showing options: 4500, 6000, 8000, and 12000 (Farm Only). A red arrow points to the 8000 option, indicating the selection of a higher GVWR.

- Select **Next**.
- A message will remind you to confirm you want to change the GVWR. Select **OK**.



- Check the corresponding box to indicate the GVWR change is acceptable:



The screenshot shows the 'Transfer existing Plate' section of the e-MV11 form. The 'Gross weight' dropdown menu is set to 8000. Below the dropdown, there are four checkboxes: 'Check to order replacement plates' (unchecked), 'Yes, this is an acceptable plate transfer.' (checked), 'Yes, it is acceptable to renew plate.' (unchecked), and 'Check to confirm gross weight change' (checked). A red arrow points to the 'Check to confirm gross weight change' checkbox, indicating the selection of this option.

VEHICLE INFORMATION SCREEN (continued)

☐ [Title only - Out of State Residents Only](#)

☐ Issue Temporary Plate [Temporary Plate #](#)

Purchase Price

Trade-in allowance(if applicable)

Sales Tax Exempt

[Sales Tax Exempt Qualifier](#)

Title Only – Out of State resident: This option is only allowable if the customer has an Out of State address on system and a lien is being perfected. Temporary Plate issuance is optional.

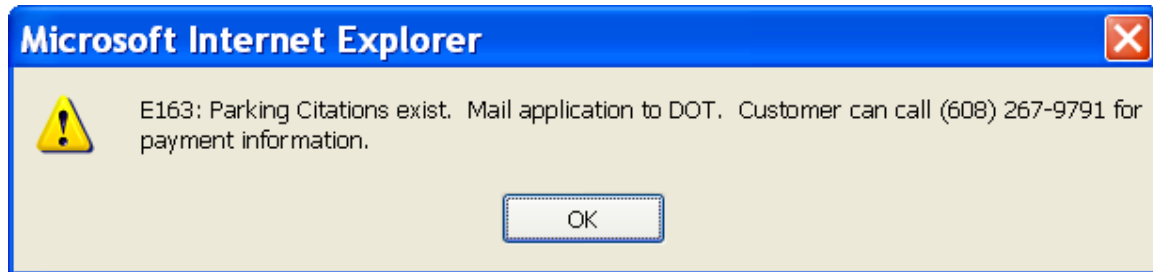
Purchase Price: This information is optional.

Select **Next**

VEHICLE INFORMATION SCREEN (continued)

System Stops: Sometimes there are incidents on the DMV record that prevent e-MV11 from completing an application

Typical System Stop:



In these instances, select the **Mail to DOT** button and follow the instruction below.

A screenshot of the Vehicle Information Screen form. The form has several sections. The first section has two radio buttons: "Issue new plate" and "Transfer existing Plate". The "Issue new plate" section includes a "Plate Type" dropdown menu set to "AUTO" and a "Temporary Plate #" text box. The "Transfer existing Plate" section includes a "WI Plate to transfer" text box and a "Plate Type" dropdown menu. Below these is a section titled "Title only - Out of State Residents Only" with a checkbox for "Issue Temporary Plate" and a "Temporary Plate #" text box. The next section is for "Purchase Price", "Trade-in allowance(if applicable)", "Sales Tax Exempt" (with a dropdown menu), and "Sales Tax Exempt Qualifier" (with a text box). At the bottom of the form are four buttons: "Next", "Back", "Cancel", and "Mail to DOT". A red arrow points to the "Mail to DOT" button.

Mail to DOT: If unable to process a transaction due to system stops, select the "Mail to DOT" button at the bottom of the screen to print an informational sheet. Include this sheet when mailing the application to DMV for processing.

- Be sure to include a check.
- Include all necessary documents and a completed MV11.

FEE SCREEN

REFERENCE # 83668061590	
TITLE FEE	45.00
REGISTRATION FEE	55.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	100.00

Pend Application: This saves the application data and allows it to be completed at a later time or a later date. No ACH withdrawal is completed and no DMV products are issued. Information that was entered can be changed while the application is in a pended status.

Complete Application: Completes the transaction. An eMV11 receipt is produced and funds will be debited via ACH. DMV will issue the title and metal license plates (if applicable).

Back: Goes back to previous screen and allows changes to be made.

View Receipt: Allows the receipt to be viewed before completing processing. This allows for information to be reviewed for accuracy before committing to completing the application.

CERTIFICATION SCREEN

- For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named and I certify that all liens shown on the Certificate of Title are paid.
- The prior owner's odometer statement has been shown to the purchaser unless exempt from odometer disclosure.
- The completed odometer disclosure for this retail sale was signed by the purchaser unless exempt from odometer disclosure.
- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that there is a lien on this vehicle. Lien held by:
00040184 - AMCORE BANK NA ROCKFORD
- I authorize the state of Wisconsin or it's authorized agent to initiate an ACH debit entry from the account(s) I have registered as payment for this transaction.


Review carefully and select to complete the transaction.

Select to make changes to the transaction.

SUCCESS PAGE

Your title number is 05326D0020016

Click to view report



[Return to Menu](#)

- **Your new Wisconsin title number is identified.**
- **Click on the Adobe Acrobat icon to view your e-MV11 receipt.**
 - **Print a copy for your customer, a copy for your deal jacket, and a copy to send with the title/MCO to DMV for imaging.**
 - **Customer signatures are optional, but we recommend the customer sign their copy.**
- **See Section 12 for complete instructions for mailing the e-MV11 receipt and title/MCO to DMV for imaging.**

Return to Menu: Select to return to Main Menu and continue processing or logoff.